



Geotech Document Management System

October 2014

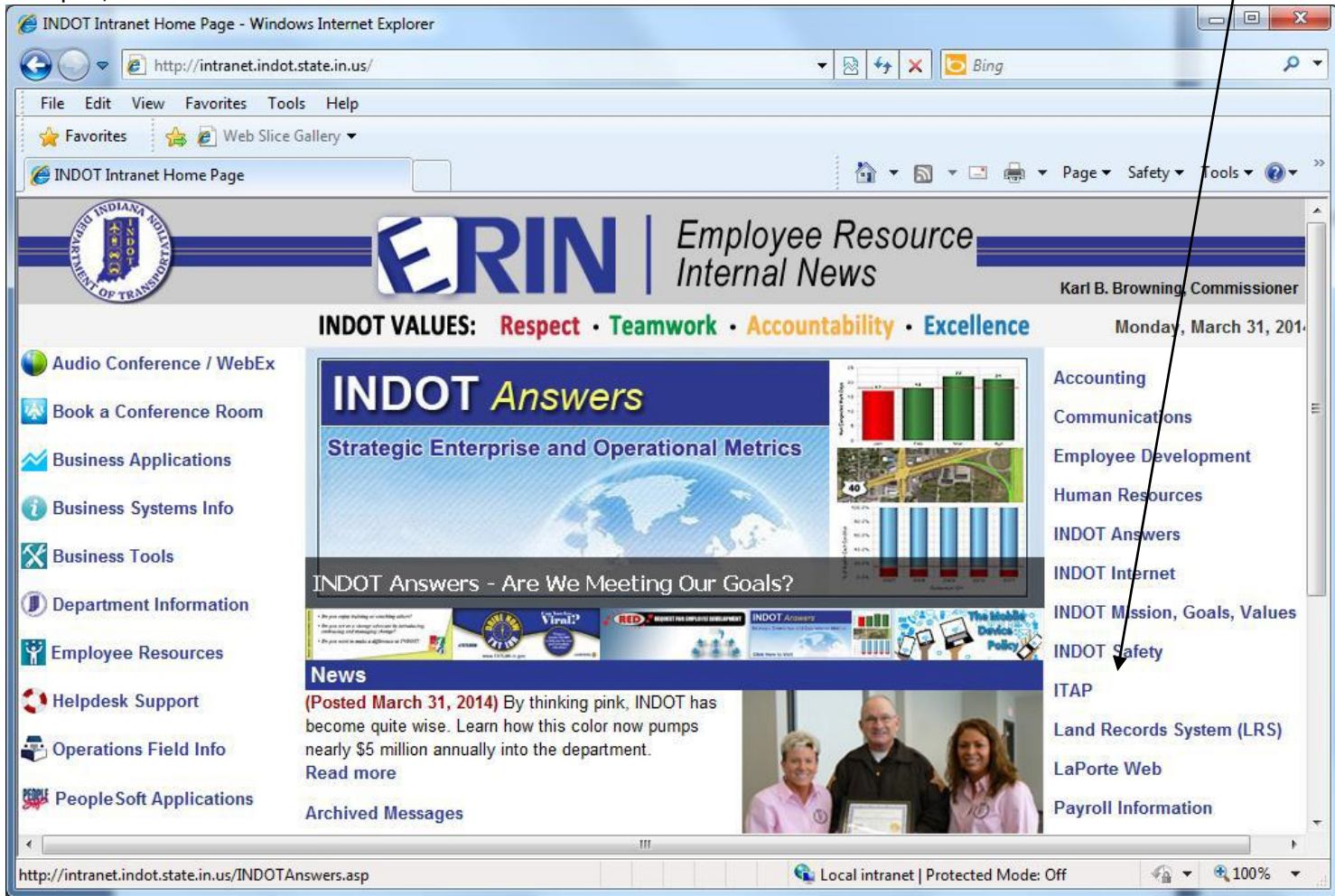


INDIANA DEPARTMENT OF TRANSPORTATION

1.) Getting to the Geotech Links

In order to get to the links for the Geotech users will need to go through ITAP. Here are the steps to get to ITAP.

- 1.) Open Internet Explorer and wait for the ERIN (Employee Resource Internal News) website to open. Once it is open, click on the "ITAP" link.



This will take you to the ITAP page.



ITAP Enrollment and Login

Geotech Documents are accessed using ITAP (INDOT Technical Application Pathway) – Expalnd ERMS. Figure 1, that says Geotechnical Engineering, Geotechnical Engineering Document Management System.

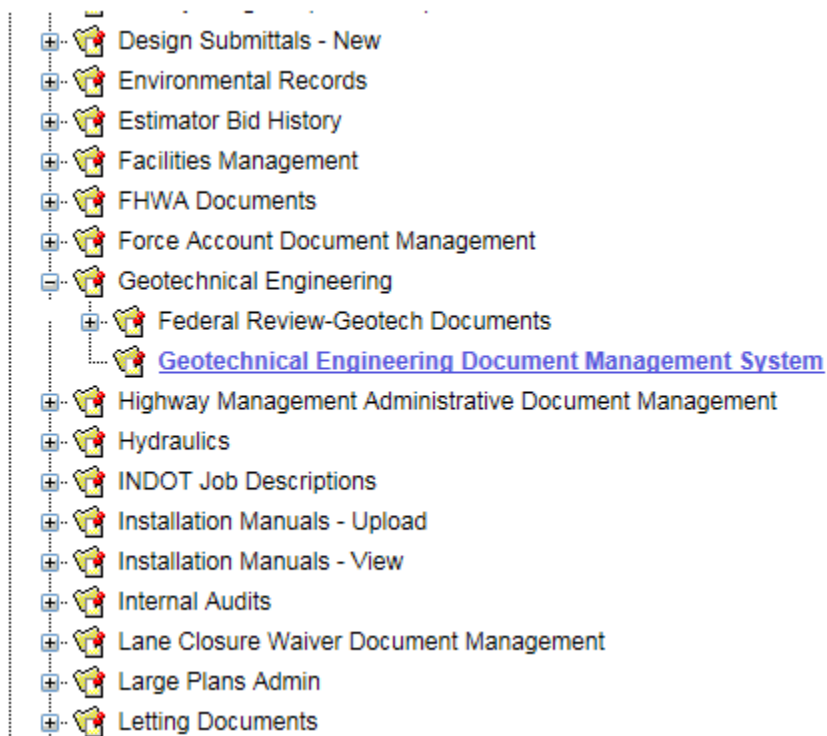


Figure 1



From the ITAP page, click on the right side of the page on the link for UCM URL.

Application Details	
Name	Contract Document Workflow
UCM URL	Click here to access application
BPM URL	Click here to access application
File Upload URL	Click here to access application
Description	Contract Document Workflow
Abbreviation	CDW
Last Login Time	
No of Users Logged In Today	0



INDIANA DEPARTMENT OF TRANSPORTATION

You will then be at the UCM main page. To search for a document, use the Search pull-down and select Geotech Engineering Documents. To add a Geotech document, use the pull-down for New Check In and select Geotech Engineering Documents.

Home Page for TKoers - Internet Explorer

https://ecm2.indot.in.gov/cs/jdcpig?IdCS

State of Indi...

Home Page for TKoers

File Edit View Favorites Tools Help

ORACLE INDOT

Koers, Therese | Logout | Help | Refresh Page

Quick Search

Search

New Check-In

ERMS User Manuals

Helpdesk

Abstracting Document

Accounting Cashier

Accounting LPA Search

Accounts Payable Vouchers

Agreements

Bank Reconciliations

Bid Opportunity

Bid Responses

Bid Tabulation

CAD DESIGN SUBMITTALS

CIVIL ROW Permits

Certified Tech Exam

Certified Technical Test Results

Checklist for Closed Contracts

Construction Changes

Consultant Survey

Contract Document

Contract Letting Documents

Controlled Documents for test

Damage to State Property Records

Design Document

Development

Divisional Charts

E-Requisitions

ERMS Ascent Capture

ERMS CODE

ERMS Upgrade

Economic Opportunity

Employee Development Training Request Attachments

Environmental

Estimator Catalog

Excess Land Parcels Sold Off

FA Correspondence

Facilities Management

Federal Grants

Federal Grants 5303

Federal Grants 5309

Federal Grants 5310

Field Operations Handbook

Final Construction Records

ons

5846

ent ID	File Name	Title	Date	Author	Actions
27	Contract Document Workflow U	Contract Document Workflow User Guide	10/21/14 10:06 AM	INDOT-Admin	View Add Edit Search
44	Contract Letting Document Wo	Contract Letting Document Workflow User Guide	5/15/14 3:46 PM	TKoers	View Add Edit Search
36	Design Consultant Services U	Design Submittals Help Manual	11/5/14 11:10 AM	INDOT-Admin	View Add Edit Search
35	Mass Update ERMS User Guide	Mass Update ERMS User Guide	5/15/14 3:47 PM	TKoers	View Add Edit Search
16	UCM_User_Guide.pdf	UCM User Guide	6/2/14 1:07 PM	INDOT-Admin	View Add Edit Search

javascript;

100%

Checking in a document

Content Check-In Form for Geotech Engineering Doc

* Title

* Author

TKoers

* Revision

1

* Security Group

geotech

* Document Type

No Selection

* Status

No Selection

DES Number

Consulting Firm

County

No Selection

Route Number

No Se

District

No Selection

Structure

Primary DES

ContractNumber_MV

Location

LettingDate

GTRewriter

No Selection

Profile

geotech

* Files

Check In

Reset

Quick Help



INDIANA DEPARTMENT OF TRANSPORTATION

Glossary:

Metadata Field	Description	Value to be entered
Type	Document Type	This will be prepopulated GeoTech
Security Group	geotech	This will be prepopulated with design_ geotech
Account	This determines the access privileges of the document	The user need not enter the Account.
Title	This shows up on the results page when searched for the documents. This would be similar to the filename without the	This needs to be populated based on the naming conventions established by Geotech section.
Status	Submission status is GT FINALIZED.	
DES Number	A multi value field. Multiple field values can be	
Document Type	User can select the document type being uploaded	
Consulting Firm	A freeform field for entering the firm name	
County	County	Choose from a list.
Route Number	The name of the road	Choose from a list.
District	One of six INDOT districts	Choose from a list.
Structure	Structure name	Structure name
Primary DES	Designator for primary DES in the event of multiple DES	Enter primary DES.
Contract Number_MV	Contract Numbers related to the document	
Location	Project Related Data	These values help in searching for documents
Letting Date	Letting Date	Use Calendar icon.
GTReviewer	Who will be reviewing the documents	Choose from a list.

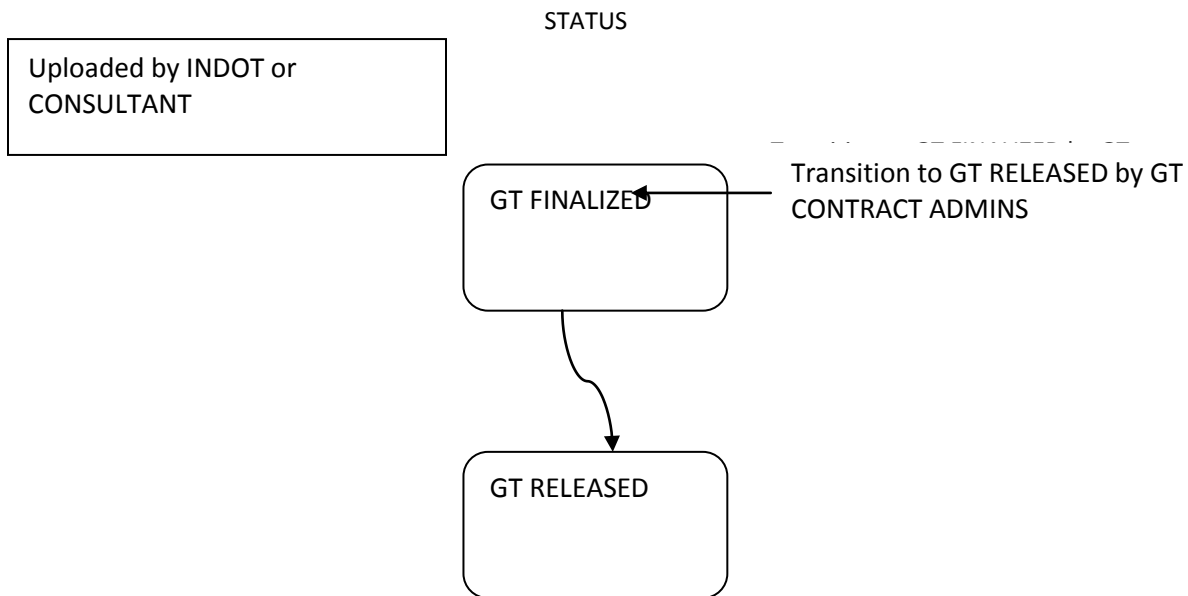


Glossary:

Profile	System related information.	This field is prepopulated with geotech
---------	-----------------------------	---



Document Flow Diagram in UCM





INDIANA DEPARTMENT OF TRANSPORTATION

To move a document to GT RELEASED status, find the document in UCM. Then change the status field to GT RELEASED. This will allow the document to be included in the ViewDocs internet page.